

दिव्यांग व्यक्ती हक्क अधिनियम २०१६ च्या अनुषंगाने मंत्रालय (खुद्द) व बृहन्मुंबईतील शासकीय कार्यालयातील महाराष्ट्र लोकसेवा आयोगाच्या कक्षेतील गट-अ ते गट-क या संवर्गातील पदे सुनिश्चित करण्याबाबत.

**महाराष्ट्र शासन**  
**सामान्य प्रशासन विभाग**  
**शासन निर्णय क्रमांक कअस: १३१९/प्र.क्र.७४/१४-ब**  
मंत्रालय, मुंबई - ४०० ०३२.  
दिनांक : २६ फेब्रुवारी, २०२१.

**संदर्भ :-**

- १) दिव्यांग हक्क अधिनियम २०१६
- २) शासन निर्णय सामान्य प्रशासन विभाग क्रमांक कअस-१३१५/प्र.क्र.१२०/१४-ब, दिनांक १६.०४.२०१६.
- ३) शासन निर्णय, सामाजिक न्याय व विशेष सहाय्य विभाग क्रमांक दिव्यांग-२०१९/प्र.क्र.२५१/दि.क.२, दिनांक ०२.०२.२०२१.

**प्रस्तावना :-**

दिव्यांग व्यक्ती हक्क अधिनियम २०१६ दिनांक २७.१२.२०१६ पासून लागू झाला आहे. या कायद्यान्वये सरळसेवा भरतीमध्ये विहित दिव्यांगत्व असणाऱ्या सर्व संवर्गासाठी रिक्त पदांच्या ४% पदे दिव्यांग व्यक्तींसाठी आरक्षित ठेवावयाची आहेत. केंद्र शासनाने दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार त्यांच्या अखत्यारीतील आस्थापनेवरील निःसमर्थ असलेल्या व्यक्तींसाठी पदे सुनिश्चित करून दिनांक ०४.०१.२०२१ रोजी यादी प्रसिध्द केली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाच्या संदर्भाधीन क्रमांक ३ च्या शासन निर्णयानुसार सूचित केले आहे की, केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरूप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत, अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील ती पदे दिव्यांगांसाठी सुनिश्चित राहतील. त्याप्रमाणे संबंधित प्रशासकीय विभागाने शासन निर्णयामध्ये सदर पदांचा समावेश करावा. याप्रमाणे केंद्र शासनाच्या यादीनुसार राज्य शासनाच्या आस्थापनेवरील दिव्यांगांसाठीची पदे सुनिश्चित करण्याबाबत सूचना दिल्या आहेत.

त्यास अनुसरून मंत्रालयीन विभाग व महाराष्ट्र लोकसेवा आयोगाच्या कार्यक्षेत्रातील बृहन्मुंबई शासकीय कार्यालयातील गट-अ ते गट-क संवर्गातील दिव्यांगांसाठीची पदे सुनिश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

**शासन निर्णय:-**

मंत्रालयीन सेवेतील तसेच बृहन्मुंबईतील शासकीय कार्यालयातील गट-अ ते गट-क मधील पदांवर दिव्यांग व्यक्तींसाठी सुयोग्य पदे सुनिश्चित करणेबाबतचा यापूर्वीचा संदर्भाधीन क्रमांक २ येथील

दिनांक १६.०४.२०१६ रोजीचा शासन निर्णय अधिक्रमित करुन पुढीलप्रमाणे नव्याने शासन निर्णय निर्गमित करण्यात येत आहे.

२. दिव्यांग व्यक्ती हक्क अधिनियम २०१६ मधील तरतूदीनुसार केंद्र शासनाच्या सामाजिक न्याय विभागाकडून दिनांक ०४.०१.२०२१ रोजी प्रसिध्द करण्यात आलेल्या यादीन्वये त्यांच्या अखत्यारीतील आस्थापनेवरील जी पदे दिव्यांग व्यक्तींसाठी आरक्षण देण्यासाठी निश्चित केलेली आहे, त्या यादीशी तुलना करुन मंत्रालयीन विभाग व बृहन्मुंबईतील शासकीय कार्यालयातील महाराष्ट्र लोकसेवा आयोगाच्या कक्षेतील गट-अ ते गट-क संवर्गातील पदे या शासन निर्णयासोबतच्या परिशिष्टामध्ये दर्शविल्याप्रमाणे दिव्यांग व्यक्तींसाठी सुनिश्चित करण्यात येत आहेत.

३. दिव्यांग व्यक्ती हक्क अधिनियमातील कलम ३३ अनुसार मंत्रालयीन व बृहन्मुंबईतील शासकीय कार्यालयातील महाराष्ट्र लोकसेवा आयोगाच्या कक्षेतील गट-ब व गट-क संवर्गातील पदांवरील सरळसेवा भरतीमध्ये विहित प्रमाणात दिव्यांगत्व असणाऱ्या व्यक्तींसाठी शासनसेवेत प्रवेशासाठी दिव्यांगांच्या खालील नमूद करण्यात आलेल्या पाच गटापैकी गट-अ,ब,क साठी प्रत्येकी १% तसेच गट-ड व इ साठी १% या प्रमाणे ४% आरक्षण लागू राहील.

अ) अंधत्व किंवा अल्पदृष्टी

ब) कर्णबधीरता अथवा ऐकु येण्यातील दुर्बलता

क) अस्थीव्यंगता / मेंदुचा पक्षघात (Cerebral Palsy)/ कुष्ठरोग मुक्त (leprosy cured )/ शारीरिक वाढ खुंटणे ( dwarfism )/ आम्ल हल्लाग्रस्त ( acid attack victims ) / स्नायु विकृती ( muscular dystrophy)

ड) स्वमग्नता (Autism) / मंदबुद्धी किंवा आकलन क्षमतेची कमतरता ( Intellectual Disability ) / विशिष्ट शिक्षण अक्षमता (specific learning disability ) / मानसिक आजार ( mental illness )

इ) वरील अ ते ड मधील बहिरेपणा व अंधत्वासह एकापेक्षा जास्त प्रकारचे दिव्यांगत्व असणाऱ्यासाठी त्यांचे साठी सुनिश्चित करण्यात आलेल्या पदावर

४. सदर शासन निर्णय सामाजिक न्याय व विशेष सहाय्य विभागाने संदर्भाधीन क्रमांक ३ येथील शासन निर्णयान्वये दिलेल्या सूचनांनुसार निर्गमित करण्यात येत आहे.

५. सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २०२१०२२६१७४०५५७००७ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(ग.भि.गुरव)  
अवर सचिव, महाराष्ट्र शासन

सोबत : परिशिष्ट

प्रति,

- १) मा. राज्यपालांचे सचिव
- २) मा. मुख्यमंत्र्यांचे सचिव
- ३) मा. मंत्री/ राज्यमंत्री, यांचे खाजगी सचिव
- ४) अपर मुख्य सचिव/ प्रधान सचिव/ सचिव, सर्व मंत्रालयीन विभाग
- ५) महालेखापाल-१ (लेखा व अनुज्ञेयता), मुंबई
- ६) महालेखापाल-१ (लेखा परीक्षा), मुंबई
- ७) सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (पत्राने)
- ८) उपायुक्त, अपंग कल्याण, ३ चर्च रोड, पुणे
- ९) सह / उप सचिव, सामान्य प्रशासन विभाग का.क्र. ८, १६-अ, १९-अ, मंत्रालय, मुंबई
- १०) उप सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग (सुधार ३)
- ११) सर्व मंत्रालयीन विभाग व महाराष्ट्र लोकसेवा आयोगाच्या कक्षेतील बृहन्मुंबईतील शासकीय कार्यालये
- १२) सामान्य प्रशासन विभागातील सर्व कार्यासने
- १३) निवडस्ती

**दिव्यांग हक्क अधिनियम २०१६ च्या अनुषंगाने मंत्रालय (खुद्द) व बृहन्मुंबईतील शासकीय कार्यालयांमधील महाराष्ट्र लोकसेवा आयोगाच्या कक्षेतील गट-अ ते गट-क या संवर्गातील पदे सुनिश्चित करण्याबाबत**

SL.No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
1	2	3	4	5	6
1	Section Officer / Desk Officer कक्ष अधिकारी/ कार्यासन अधिकारी (मंत्रालयीन विभाग)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	A Section Officer is the in-charge of a Section who has to ensure efficient and expeditious disposal of work, recording and weeding out, indexing and digitization. For this, he shall take all necessary steps including. (i) distribution of work among the staff as evenly as possible; (ii) training, helping and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; (v) maintenance of a list of residential addresses of the staff; (vi) submit receipts which should be seen by Branch Officer/Higher officer at dak stage; (vii) dispose of routine cases, issue reminders, obtain or supply factual non-	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Incumbent should be considered with appropriate aids and appliances as per requirement of the job.

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**CATEGORY ABBREVIATIONS USED :** B= Blind, LV= Low vision, D=Deaf, HH=Hard of Hearing, OA= One Arm, OL= One Leg, BA=Both Arms, BL=Both Leg, OAL= One Arm and One Leg, BLOA= Both Leg and One Arm, BLA= Both Legs Arms, CP=Cerebral Palsy, LC = Leprosy Cured, Dw= Dwarfism, AAV= Acid Attack Victims, Mdy= Muscular Dystrophy, ASD = Autism Spectrum Disorder (M-Mild, MOD-Moderate), ID=Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD= Multiple Disabilities

SL.No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
				classified information; (viii) take intermediate routine action; (ix) keep a track of all judicial/quasi-judicial matters where the issues being dealt with by the section are involved; (x) record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer.	
2	Assistant Section Officer सहायक कक्ष अधिकारी (मंत्रालयीन विभाग व महाराष्ट्र लोकसेवा आयोग कार्यालयातील पदे)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	Prepares notes, drafts memoranda and summary, quoting, precedents, references rules, etc. Draws out reports, statements and attends to correspondence. Assists superior in disposal of complicated or important cases. Makes entries in register regarding nature and number of papers received by him for disposal. Studies letters and correspondence and links connected papers on subject. Prepares brief notes,	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not involve any hazards. Incumbent should be considered with appropriate software, aids and appliances support as per needs.

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				reports or draft, replies quoting, precedent, rules, regulations and existing orders, if any, puts them to superior for consideration. Keeps watch over movement of files. Supervises work of subordinates and assists them in disposal of case correctly and expeditiously. Maintains prescribed registers. May do his own typing. May handle cash and maintain accounts. May prepare budget, bills and other statements.	
3	Clerk cum Typist लिपिक- टंकलेखक (मंत्रालयीन विभाग व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा	S, ST, W, MF, RW, SE, C,	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above	General performs variety of clerical duties such as maintenance of records, receipt and dispatch of dak, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining auction accounts, calculating and	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have Functional communication skills with aids and devices. Incumbent should be considered with aids and

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	आयोगाच्या कक्षेतील पदे)			releasing octroi, attending to clerical duties of court, allocating and supervising work of process serving staff, receiving application for granting arms licenses, doing clerical work for legal practitioner, copying and comparison work, etc. May do his own typing. May operate office computing and accounting machine. Types for manuscripts, reports, statements statistical tables etc. using Computer and typewriter. Receives material for typing. Adjusts paper and carbon on Computer / typewriter. Places material to be typed by side of Computer / typewriter and types by operating key board with fingers. Manipulates hand lever to change position of paper when line is typed. Removes typed papers. Compares typed matter with manuscript and makes corrections wherever necessary.	appliances.

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SL.No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
4	Senior Personal Assistants वरिष्ठ स्वीय सहायक (मंत्रालयीन विभाग व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा आयोगाच्या कक्षेतील पदे)	S, ST, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagement and accompany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The Incumbent of Hearing Impaired category should have communications skills with hearing aids and devices supports. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
5	Selection Grade Stenographer निवडश्रेणी लघुलेखक (मंत्रालयीन विभाग)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV d) ASD (M), SLD, MI	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The

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SL.No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	Nature of work performed	Working Condition/Remarks
	व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा आयोगाच्या कक्षेतील पदे)		e) MD involving (a) to (d) above	of meetings and other engagement for employer or superior. Remind employer or superior of engagement and accompany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	Incumbent of Hearing Impaired category should have communications skills with hearing aids and devices supports. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
6	Higher Grade Stenographer उच्चश्रेणी लघुलेखक (मंत्रालयीन विभाग व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagement and accompany him if require. Attend to routine enquires in person in writing or over phone.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The Incumbent of Hearing Impaired category should have communications skills with hearing aids and devices supports. Incumbent should be considered

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	आयोगाच्या कक्षेतील पदे)			Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	with appropriate software, aids & appliances support as per needs.
7	Lower Grade Stenographer निम्नश्रेणी लघुलेखक (मंत्रालयीन विभाग व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा आयोगाच्या कक्षेतील पदे)	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagement and accompany him if require. Attend to routine enquires in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The Incumbent of Hearing Impaired category should have communications skills with hearing aids and devices supports. Incumbent should be considered with appropriate software, aids & appliances support as per needs.

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शासन निर्णय क्रमांक कअस-१३१९/प्र.क्र.७४/१४-ब, दिनांक २६.०२.२०२१

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8	Steno-typist लघुटंकलेखक (मंत्रालयीन विभाग व बृहन्मुंबई शासकीय कार्यालयातील महाराष्ट्र लाेकसेवा आयोगाच्या कक्षेतील पदे)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand . Transcribe dictated material from note book, using computer. Compares typed matter and submits them to superiors.	The work is mostly performed inside in well lighted rooms. The worker usually does his work alone. It does not involve any hazard. Appropriate computer software & aids and appliance to be user as per nee

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